

Instructions

1. Offerors are required to follow the instructions on pages 1 and 2 of this Attachment in completing pages 3 through 5 for the Offeror's proposed Project Manager and completing pages 6 through 8 for the Offeror's proposed Quality Control Official.

2. **Heading:**

KEY PERSONNEL RESUMES

NAME:	POSITION (TITLE AS REFERENCED IN RFP):
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Place name of proposed key personnel for proposed position.

3. **Background and Skills:**

BACKGROUND	SKILLS
Has over _____ years of professional experience, including _____ <small>Total Years</small> <small>Related Years</small> years directly related to Position (Either Project Manager or Quality Control Official). Please add Relevant Background Comments:	Please add Relevant Skills:

- a. Place appropriate years of (total and related) experience in blanks, and add background information applicable to the position.
- b. Place only skills information relevant to the position.

4. Relevant Experience:

RELEVANT EXPERIENCE		
Current Title/Job Position	COMPANY NAME	Length of Time in Present Position (Include beginning & ending dates)
EXPERIENCE: <ul style="list-style-type: none">■ MAJOR RESPONSIBILITY■ OTHER RESPONSIBILITIES		

Address the proposed key person's prior related experience, training, accomplishments and awards in related or similar work. Include the date(s) the proposed key person acquired the aforementioned items. Provide an explanation of how the aforementioned items are applicable to the work required in the RFP.

- Place the Title, Company Name, Length of Time in Present Position (including number of months and years proposed key person has been in present position in addition to beginning and ending dates.)
- Please describe in succinct terms, responsibilities of the proposed key person.

5. Education:

EDUCATION AND CERTIFICATIONS
<ul style="list-style-type: none">■ <Current educational degrees seeking> <Example: Graduate Program, MS Industrial Engineering- University of Tennessee, ongoing>■ <Current educational degrees attained> <Example: BS, <i>summa cum laude</i>, Computer Science – Carnegie Mellon, December1994>■ <Current applicable and maintained Certifications>

Address the proposed key person's educational background. Include the date(s) the proposed key person acquired the education.

- Place the Degree/Program and Major, University/College or Organization, and specific date information.
- Place ONLY current applicable certifications received.

6. Acquisition of Key Personnel:

The Offeror must submit a letter of commitment for any proposed personnel not currently employed by the prime/subcontractor(s) committing the employee to work for the prime/subcontractor contingent on award of the contract.

KEY PERSONNEL RESUMES

NAME:

POSITION (PROJECT MANAGER):

BACKGROUND	SKILLS
Has over _____ years of professional experience, including _____ <small>Total Years</small> <small>Related Years</small> years directly related to Position (Project Manager). Please add Relevant Background Comments:	Please add Relevant Skills:

If you need additional sheets for the section above, please indicate here ____ and attach.

RELEVANT EXPERIENCE (LIST EXPERIENCE CHRONOLOGICALLY, STARTING WITH MOST RECENT)		
Current Title/Job Position	COMPANY NAME	Length of Time in Present Position (Include beginning & ending dates)

EXPERIENCE:

■ MAJOR RESPONSIBILITY

■ OTHER RESPONSIBILITIES

Department of Commerce
US Patent and Trademark Office
RFP DOC-52-PAPT-05-01020

Attachment C
Personnel Resume
Worksheet
Page 4 of 8

Title/Job Position	COMPANY NAME	Length of Time in Present Position (Include beginning & ending dates)
EXPERIENCE: <input type="checkbox"/> MAJOR RESPONSIBILITY <input type="checkbox"/> OTHER RESPONSIBILITIES		
EXPERIENCE: <input type="checkbox"/> MAJOR RESPONSIBILITY <input type="checkbox"/> OTHER RESPONSIBILITIES		
EXPERIENCE: <input type="checkbox"/> MAJOR RESPONSIBILITY <input type="checkbox"/> OTHER RESPONSIBILITIES		
EXPERIENCE: <input type="checkbox"/> MAJOR RESPONSIBILITY <input type="checkbox"/> OTHER RESPONSIBILITIES		

If you need additional sheets for the section above, please indicate here ____, use the format above and attach.

EDUCATION AND CERTIFICATIONS

If you need additional sheets for the section above, please indicate here _____ and attach.

ACQUISITION OF KEY PERSONNEL

KEY PERSONNEL RESUMES

NAME:

POSITION (QUALITY CONTROL OFFICIAL):

BACKGROUND	SKILLS
Has over _____ years of professional experience, including _____ <small>Total Years</small> <small>Related Years</small> years directly related to Position (Quality Control Official). Please add Relevant Background Comments:	Please add Relevant Skills:

If you need additional sheets for the section above, please indicate here ____ and attach.

RELEVANT EXPERIENCE (LIST EXPERIENCE CHRONOLOGICALLY, STARTING WITH MOST RECENT)		
Current Title/Job Position	COMPANY NAME	Length of Time in Present Position (Include beginning & ending dates)

EXPERIENCE:

■ MAJOR RESPONSIBILITY

■ OTHER RESPONSIBILITIES

Department of Commerce
US Patent and Trademark Office
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Attachment C
Personnel Resume
Worksheet
Page 7 of 8

Title/Job Position	COMPANY NAME	Length of Time in Present Position (Include beginning & ending dates)
EXPERIENCE: <input type="checkbox"/> MAJOR RESPONSIBILITY <input type="checkbox"/> OTHER RESPONSIBILITIES		
EXPERIENCE: <input type="checkbox"/> MAJOR RESPONSIBILITY <input type="checkbox"/> OTHER RESPONSIBILITIES		
EXPERIENCE: <input type="checkbox"/> MAJOR RESPONSIBILITY <input type="checkbox"/> OTHER RESPONSIBILITIES		
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EDUCATION AND CERTIFICATIONS

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ACQUISITION OF KEY PERSONNEL